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WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
EAST CENTRAL DIVISION

1944 Agricultural Conservation Program

East Central Region

PROCEDURE FOR SUMMARIZING REPORTS OF PERFORMANCE

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I. GENERAL

Reports of performance under the 1944 program, which have been approved by community committeemen, should be prepared as promptly as practicable for the transfer of appropriate data to application for payment forms, where applications may be filed. Form ECR-820, "Application for Payment", will be prepared for each farm with respect to which any one or more of the following are applicable:

- a. The value
 - (1) of unlimited practices carried out without the use of conservation materials and services exceeds \$1.00, or
 - (2) of any regular practices carried out without the use of conservation materials and services, but within the farm practice allowance, exceeds \$1.00 or
 - (3) of practices as outlined in (1) and (2), when added together exceeds \$1.00.
- b. Any 1944 AAA material was misused, or was used without credit.
- c. Any regular 1943 conservation material furnished by the AAA which was not used by December 31, 1943 was misused or not used during the 1944 program year.
- d. The value of AAA materials and services furnished for carrying out regular practices exceeds the farm materials allowance by 1/ more than \$1.00.
- e. AAA materials or services were furnished and any other deduction 2/ is applicable.
- f. (Applicable only in North Carolina and Tennessee where terracing services were furnished and in Putnam County, Tenn., where Kudzu crowns were furnished.) The total value of AAA materials and services furnished for carrying out regular practices exceeds the farm practice allowance by more than \$1.00, and materials or services are furnished for carrying out unlimited practices, and the total value of all AAA materials and services furnished exceeds \$187.00.

1/ "Materials allowance" is the sum of (1) the farm practice allowance and (2) the increase in small payments on such an amount. Materials or services furnished for carrying out unlimited practices shall not be included in determining whether the amount furnished was within the farm materials allowance. (The "practicable equivalent" as provided for the 1943 program is replaced by the \$1.00 "tolerance".)

2/ For example, the county committee has information which indicates that (a) the producer has adopted or participated in any practice (including failure to maintain terraces constructed during the current year, or any practice carried out during a prior program year, or violation of 1944 Burley or flue-cured tobacco marketing quota provisions) which tends to defeat the purposes of the 1944 or previous programs, (b) he had been so negligent or careless in his farming operations by failing to carry out approved erosion-control measures that land under his control has become an erosion hazard in 1944 to other land, or (c) he has employed any scheme or device (including coercion, fraud, or misrepresentation) the effect of which would be or has been to deprive any other person of any payment under the program.

Reports of performance for farms which were furnished AAA materials or services and for which Forms ECR-820 will not be prepared as provided above--that is, for "CMS (materials and services) only" or "no pay-no refund" farms--will be segregated as rapidly as that determination is made. A special file will be maintained for such cases, which will be called for at a later date by the State office, for audit and tabulation of recoveries for materials and services.

If it is practicable to prepare applications directly from data shown in Section VII of the white copy of Form ECR-815 (which will be filled out completely in all cases where AAA materials or services were furnished) and performance data otherwise properly reported by the farm operator (for example, on the back of the yellow copy of Form ECR-815, in Sec. VIII of the white copy of Form ECR-815, on Form No. ACP-64, or on some other statement signed by the farm operator or his authorized representative), a formal summary should not be prepared. In other cases (for example, where (a) more than one producer contributed to the carrying out of approved practices and the number and variety of practices carried out would make it difficult to prepare Form ECR-820 directly from the performance report, or (b) the complete performance report was filed on the white copy of Form ECR-815), the report may be summarized on the "1944 Farm Summary" on the back of the white copy of Form ECR-815.

Any changes, deletions, or additions in performance data which could be interpreted as increasing a producer's practice credit, must be signed or initialed by the farm operator or his authorized representative. The person summarizing a performance report should enter his initials thereon.

The columns or items of the summary or performance report from which entries are to be transferred to the application form may be checked with colored pencil, or otherwise designated, for ease in identification. The "1944 Farm Summary" (back of white copy of Form ECR-815), where needed, should be completed as provided below.

II. SEC. VII, FORM ECR-815 - CONSERVATION MATERIALS AND SERVICES FURNISHED BY AAA

- A. Record of All Materials and Services Requested.--Section VII of the "1944 Farm Summary" will be completed for all farms for which materials or services (including transferred 1943 supplementary materials) were furnished under the 1944 program. (It is extremely important that the kind, quantity, and value of each of the materials or services requested be entered currently in columns b, c, and d at the time the request is approved by a county committeeman. Any material or service already requested and not yet entered should be entered immediately.)
- B. Record of Materials and Services Received.--Immediately upon receipt of information (receipted blue copy of Form No. ACP-64, or similar report with respect to transferred 1943 supplementary material or 1944 purchase order material or service) that the producer has received the material or service, the date of the receipt or a check mark should be entered in column e. If the quantity received was different from the quantity requested, the entries in columns c and d should be corrected. The same procedure should be followed if any material requested by one producer

and received by him is later transferred to another producer, returned to the County Association, or not used by the end of the program year. Proper record of all such changes should be furnished immediately to the state office.

C. Record of Use of Materials and Services.--Upon receipt of a performance report showing the use of all material or services furnished to a producer under a specific request, a check mark or an appropriate notation should be made in column f. All material not so accounted for must be accounted for as soon as practicable after the end of the program year.

1. Misuse.--The county committee will determine whether any AAA conservation material has been misused. Material will be considered misused, as follows:

- a. Exchanged without approval of county committee, or sold.
- b. Phosphate materials applied to a soil-depleting crop (as defined under the 1941 Agricultural Conservation Program) with which no eligible grass or legume is seeded or growing in connection therewith.
- c. Otherwise used or disposed of in a manner not in substantial accord with the purpose for which furnished.
- d. Disposition not reported, upon request of Committee, prior to July 1, 1945.

If any AAA material was misused, a double deduction is required and a notation similar to the following will be entered in Sec. X or directly on Form ECR-820 under "Additional committee determinations": "Double deduc. 500 lb. 20% superphos. \$.0098 misused". If more than one producer was furnished conservation material or service on the farm and a double deduction is recommended for some but not all of the amount furnished, the name of each person who misused the material and the amount misused by him must be shown.

2. Non-use.--Any 1944 AAA material which was furnished but not used by the end of the 1944 program year, and which was not misused, will be transferred to the 1945 program. The amount of material and the value thereof shown in Sec. VII, columns c and d will be adjusted downward (reduced amounts being shown with colored pencil) by the respective amounts so transferred. Appropriate notations as to amounts transferred will be made in column f. A report of all such cases shall be made to the state office for adjustment of records before the corresponding Forms ECR-820's are transmitted to the state office, and a tabulation showing farm number, name of producer, and kind, amount, and deduction rate of 1944 material not used made for the county office for proper maintenance of records of 1945 materials.

3. Total Value of AAA Materials and Services.

- a. Deduction value.--The total value of all AAA materials and services furnished on the farm and not transferred as provided above will be shown on line 7, column d of Section VII.

If materials or services were furnished on a farm to more than one producer, the producers' respective shares shall be shown separately in available space on line 7, column f, and identified by their initials.

Exception to above paragraph: For farms in North Carolina and Tennessee on which terracing services were furnished and in Putnam County, Tenn., on which kudzu crowns were furnished by the AAA for carrying out unlimited practices, such individual items will be circled in column d and such total amount in dollars and cents will be shown on line 7, column b. Any remainder (the amount limited by the farm materials allowance) will be shown on line 7, column d. If any circled entry appears in column d, lines 1 through 6, the sum of the entries on line 7, column b and d will be entered on line 7, column f.

- b. Value of AAA materials and services properly used.--If different from the deduction value obtained as provided in item 3a above, the value of the amount of each kind of 1944 AAA materials and services properly used by the end of the 1944 program year should be shown with colored pencil in available space in column c, and the total value of the materials and services properly used will be shown on line 7, column c.

Exception: If kudzu crowns were furnished in Putnam County, Tenn., but an approved practice was not carried out with any part of them, or terracing services were furnished in North Carolina or Tennessee and they were not maintained, the value of those for which credit is approved or a zero, as applicable, will be entered on line 7, column a.

4. Division of Credit for Materials and Services Properly Used.--If credit for the use of any material or services furnished for carrying out regular practices is to be divided among more than one producer as provided in Section II, subsection C of ECR-816 (Part I), the fractional or percentage shares shown in column f will be applied to the value shown in column d (column c, if applicable) for the material, and the producers' respective shares will be shown in dollars and cents in applicable spaces in column f, lines 19, 21, and 23 of Sec. VIII (end of line for address). The sum of the producers' shares shall equal the entry on line 7, column d, (column c, if applicable), of Sec. VII.

Exception: If terracing services or kudzu crowns were furnished in North Carolina or Tennessee as indicated in item 3 above, and there is a division of credit for use of any material or services, the producers' shares in the terracing and kudzu credit will be added to their shares obtained as stated in Section III, B, 4 of this procedure.

One person should not be given credit for all practices where another producer is shown to have received AAA conservation materials or services which have been used in performing all or a part of the practices.

III. SEC.VIII, FORM ECR-815-PRACTICES PERFORMED WITHOUT USE OF AAA MATERIALS

The principles of the provisions of this Section III will be applied insofar as applicable even though Forms ECR-820 will be prepared directly from performance reports other than the white copy of Form ECR-815.

A. General Instructions.--The provisions of this subsection A apply to practices carried out with AAA materials and services, where applicable, as well as to other practices.

1. Practices carried out on land owned by the United States.

a. By private persons.--Under the 1944 program, the shares of practices carried out by private persons on farm land owned by the United States or by a corporation wholly owned by it, may be approved for credit, except that if such land (excluding Indian land) (a) is permanently under such ownership or (b) was retired for conservation purposes, credit may be approved only for practices carried out on the cropland thereon. Land owned by the United States and administered by the following agencies is presumed to be permanently owned or retired for conservation purposes: United States Forest Service, Bureau of Biological Survey, Tennessee Valley Authority, National Park Service, Soil Conservation Service, and any other Government Agency designated by the AAA.

If any non-crop pasture or commercial orchard (noncropland) which is permanently owned by the United States or retired by it for conservation purposes, was included in determining a farm practice allowance or adjusted farm practice allowance, items 44 and 45 of Sec. VI, Form ECR-815 should be adjusted with colored pencil to exclude such acreages, and such allowance should be redetermined. If there are approved changes in any items making up the farm allowance as shown on Form ECR-807, "Listing Sheet", they should be reported to the state office before the respective applications are released.

b. By an agency of the United States or a corporation wholly owned by the United States.--The name of such agency or corporation and its practice shares shall be lined through and not transferred to Form ECR-820. However, if such an agency or corporation inadvertently was furnished any conservation materials or services, its name and the deduction value of the materials or services furnished should be shown for transfer to Form ECR-820. Federal Land Banks (but not the Federal Farm Mortgage Corporation), Production Credit Associations, and State Rural Rehabilitation Corporations are examples of agencies which are eligible for practice credit and payments since they are not wholly owned by the United States.

2. Practices carried out on farms retired from agricultural production during 1944.--If a farm or a part of a farm was retired from agricultural production during the 1944 program year, only those practices carried out on the farm prior to the date on which the farm

was retired shall be approved. Any others shown on the performance report for such a farm will be lined through and appropriate notation made thereon. (A farm is so "retired" the earlier of (a) the date the owner received notice to vacate (i.e., the date of the issuance of such notice) or (b) the date the land was "acquired" by the "person" retiring it from production (i.e., the date the deed was accepted or notice of condemnation proceedings were served upon the owner).)

3. Practices carried out with State or Federal Aid.--If half or more of the cost of a practice consists of materials or services furnished by any State or Federal Agency, the whole practice will be disallowed. If less than half the total cost is represented by such items, approve half credit and adjust original entries with colored pencil. (In making this determination do not consider labor or materials furnished by a State to an agency thereof, materials and services furnished by AAA, equipment furnished by Soil Conservation Service, or other cost designated by the Chief.)

B. Completing Sec. VIII.

1. Prac. No.--See that the practice number (in the form shown in column 2 of Form ECR-817 for the State) is entered in column b opposite each approved practice. (It is not necessary to combine two practices of the same practice number, even though they show the same number of units, for entry on Form ECR-820).
2. Extent.--If entries are shown in both columns c and d, the terms in which the practice is to be expressed on Form ECR-820 should be determined from column 3 of Form ECR-817 and the inapplicable item under "Quantity" of "Acres", shown for the practice should be lined through with colored pencil. If the "extent" of the practice is not in the terms required by Form ECR-817, the correct form of entry should be entered with colored pencil. Acreages and tons should be shown to the nearest tenth, for example, 8.3. Other practices should be shown in whole units, for example, 1420 (lb.) or 376 (ft.).

In the case of commercial phosphate materials (including regular 1943 AAA material not used by the end of the 1943 program year) other than those which are classified under a separate practice (for example, basic slag, rock phosphate, or colloidal phosphate in most States) the "extent" should be shown in column c in terms of pounds of P_2O_5 . To obtain such amount, multiply the "analysis" of the material by the number of pounds of the material applied.
Examples:

1000 lb. of 19% superphosphate is $1000 \times .19$, or 190 pounds of P_2O_5 .
500 lb. of 4-10-6 mixed fertilizer is $500 \times .10$, or 50 pounds of P_2O_5 .

To determine the credit equivalent for application of commercial liming materials other than standard ground limestone, for entry in column c, proceed as follows:

- a. Limestone screenings or other material of which 150 pounds are specified in ECR-801 for the State as equivalent to 100 pounds of standard ground limestone; tons applied x .67 (that is, 2/3 of number of tons applied).
 - b. Hydrated lime (in all States) or burned lime (in all States except Maryland and Delaware) of which 70 pounds are specified in ECR-801 as equivalent to 100 pounds of standard ground limestone: tons applied x 1.43.
 - c. Burned lime (in Maryland and Delaware) of which 50 pounds are specified in ECR-801 as equivalent to 100 pounds of standard ground limestone: tons applied x 2.0.
3. Rate.--Enter in column e the applicable rate of payment for each approved practice, in the exact terms shown in column 4 of Form ECR-817.
4. Columns f, g, h, i, and j.--Where more than one producer furnished labor (for which compensation was not received), equipment, cash or materials (including AAA materials or services) in carrying out a practice, each producer who contributed will receive a share in the practice. Such shares should be in proportion to the respective contributions. (Particular care should be taken in making this determination.) If the county committee does not know that the contributions were unequal, the shares in the practice shall be considered as equal.

Where a producer performs a practice and later during the program year all of his interest in crops on the farm is transferred to another person, he retains credit for the practice unless he receives compensation for performing it.

If shares other than "all" or "100%" are shown in columns g and i (and all practices of the respective kind--"unlimited" and "regular"--are not divided equally between two or more producers), the "Total payment" for each practice (column c or d, as applicable, times column e) or "all", as the case may be, should be entered in column f and the producers' respective shares in dollars and cents in columns h and j. The respective totals of unlimited and regular practices in column f will be entered on lines 11 and 17, respectively, of column f, and the producers' totals on lines 19, 21, and 23 in the spaces appropriately designated as "Regular" and "Unlimited". (Include in the "Unlimited" shares any credit for unlimited AAA terraces or kudzu as determined in Section II, C, 4 of this procedure.)

Note: No entry need be made on line 19 where only one producer on the farm carried out approved practices and no other producer was furnished materials or services thereon.

- C. Names and Addresses.--The name and address of each producer shown on the report of performance should be examined to determine whether they are complete as provided below. If either is not complete, the case

should be flagged so that in all such cases complete information may be obtained and recorded at the time the applicant signs the Form ECR-820.

1. Correct forms of names.

- a. Individuals.--Names of individuals should always include the Christian name, additional initials (if any), and surname.
Examples: John R. Doe, Jr.; J. William Doe; Mrs. Mary L. Doe (not Mrs. James R. Doe); Miss Elizabeth R. Doe.
- b. A Partnership.--Examples: John L. Doe & Son; John L. Doe and James A. Doe, a partnership.
- c. A Corporation.--Examples: Doe Bros., Inc.; Doe & Roe Co.; XYZ Insurance Co.; First National Bank of Doeville.
- d. Guardian, executor, administrator, or person acting under other court appointment.--Examples: James S. Smith, gdn. of the estate of John C. Doe, minor; Richard L. Doe, exec. of the estate of James M. Doe, dec'd; Mrs. Mary L. Doe, admix. of the estate of James M. Doe, dec'd; James L. Roe, receiver in bankruptcy for Richard L. Doe, bankrupt; Robert J. Doe and Mrs. Mary L. Doe, executors of the estate of James M. Doe, dec'd.
- e. Estate for which no administrator or executor has been appointed or the administrator or executor has been discharged.--Examples:

John L. Doe	William R. Jones,
Roy C. Doe	agent for the heirs of
Mrs. Mary C. Rowe	John M. Jones, dec'd
- f. Agencies of state and county governments.--Examples: Brown County Farm; New River State Prison Farm; Department of Institutions, State of Delaware.

2. Correct forms of addresses.--The address should always be the complete mailing address of the applicant. Rural route and box numbers, street addresses, and post office box numbers should always be shown if applicable and should precede the name of the city or town and state.
Examples: R1, Box 287, Doeville, Del.; 1416 Brown St., Boston 7, Mass.; P.O. Box 152, Doeville, Del.

If an application is to be signed by an agent for an individual the address of the principal should be used; if for an "agent for the heirs", the address of the agent should be shown.

3. Producers in the armed services.--Where a producer is serving in the armed services of the United States when a payment is to be made to him, there should be shown on his application (1) his rank, (2) his name, (first name in full, additional initials (if any), and surname), (3) his service serial number (if known), (4) the complete designation of the unit of the service of which he is a member, and (5) the post office (the service post office number in care of the applicable postmaster, if applicable), for example:

Pvt. John H. Doe, 92629799
Btry. Z, 398th F. A. Bn.
APO 8876, c/o Postmaster
New York, N.Y.

If he has executed Treasury Form 6569 or 6570 authorizing another person to cash checks drawn payable to the producer, the name of the producer in the armed services will be shown, but the address will be shown in care of the person authorized to cash the check for him. If he has executed a trust agreement, the name and address of the trustee will be entered on the application, for example:

James N. Doe, trustee
for Pvt. John H. Doe
R2, Box 4, Doeville, Del.

D. Other Information to be Entered in Sec. VIII.--If practicable, provision should be made for entering assignments and debts directly from the basic records to Form ECR-820. Otherwise, the information may be entered in Sec. VIII of Form ECR-815, as follows:

1. Name and address of assignee.--If any producer has an unpaid valid assignment, the letter A should be entered to the left of the producer's address, and the name and complete address of his assignee and the amount of the assignment should be entered in available space in Sec. VIII (or in Sec. IX). If more than one producer on the application has such an assignment, care should be taken to identify the producer with his assignment.
2. Indebtedness to the United States.--If any producer is indebted to the United States, the kind and amount of his debt should be shown in column f opposite his name, for example, "Other \$17.50", or "AAA \$12.06". This information will be taken from Form ECA-10 or other register of indebtedness record.
3. Other farms.--If it is possible that a net deduction could be computed on any application for a producer and a payment might be computed for him on another application or materials or services were furnished to him on another farm, show in columns i and j or g and h opposite his name the farm numbers of all farms in the county on which he was furnished materials or services or carried out practices. A net deduction might arise under one or more of the following situations:
 - a. Producer's name is on register of indebtedness (unless his payment earned on his first application transmitted will liquidate the debt).
 - b. Any of items b through f of Section I of this procedure is applicable.
 - c. More than one producer shares in practice credit for AAA materials or services which are charged to only one of the producers. (There is no prorating of deductions for AAA materials and services to other producers on the farm under

the 1944 program, therefore, great care should be taken by the county committee to determine proper division of practice credit for their use.)

The performance reports for all farms for which cross-references are entered should be grouped and handled together. (If a producer for whom a net deduction might be computed on any farm has interest outside the county, appropriate reference should be shown, for example: "1126 in Lake County, Miss.", "farm in Texas", or "farms in other Cos. & States.")

If the producer is other than an individual, a partnership or an estate (for example, a land bank or an insurance company) which will file an application for payment or was furnished AAA materials or services in the county, and has interest in farms in any other county or state, the word "Yes" should be entered in the space referred to immediately above.

IV. SEC. IX--OTHER INFORMATION

Enter in Sec. IX any special information which is needed for the case but which will not be entered on Form ECR-820 in the manner shown (for example, a record of any unused 1943 regular conservation material, in order that it may be accounted for). Any information entered in Sec. IX which is to be transferred to Form ECR-820 should be checked with colored pencil.

V. SEC. X -- CERTIFICATION AND APPROVAL

If the farm operator or his duly authorized representative has not signed on other forms or reports all performance data shown which might affect his payment, see that he has signed in Sec. X of his Form ECR-815 showing such data, prior to the release of his signed Form ECR-820 to the State office. Likewise, a community committeeman shall have signed to show his approval of each approved practice before the application is released.

VI. ADDITIONAL COMMITTEE DETERMINATIONS--As a convenience for transferring to Form ECR-820, any additional determination by the county committee which is to be shown on the application for payment may be entered on the lines provided at the bottom of the "1944 Farm Summary". These notations should be made in the form outlined in Section VIII of ECR-816 (Part III).

Issued August 14, 1944 with the approval of the Chief.

Chas. R. Lewis

Director, East Central Division

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SEP 16 1944

1944 Agricultural Conservation Program

U. S. DEPARTMENT OF AGRICULTURE
East Central RegionPROCEDURE FOR PREPARATION OF FORM ECR-820
"1944 APPLICATION FOR PAYMENT"

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I. INTRODUCTORY STATEMENT

- A. General.--Immediately upon receipt in the county office of Forms ECR-820 and this procedure, each county committeeman and county office clerk who will summarize performance reports, prepare Forms ECR-820, or accept signatures of producers should thoroughly familiarize himself with the representations in Sections I and II of the forms and with the instructions herein. Community Committeemen should familiarize themselves with the representations and with instructions necessary to proper performance of their duties in connection with performance reports and applications for payment.

The instructions herein contain the procedure for the preparation of Form ECR-820 which will be prepared with No. 2 indelible pencil or typed in the county office, from the performance reports for the farm or the "1944 Farm Summary" on Form ECR-815. Where performance reports are simple (especially where there is only one producer and only a few practices are involved) data should be transferred directly to Form ECR-820 from the operator's performance report(s). Special care should be taken to eliminate waste of the forms. A pencil copy of Form ECR-820 to be copied with typewriter should not be prepared.

The application form has been printed in sets of an original and two copies with carbon inserts. All entries, signatures, and initials made in the county should be entered on the application prior to the removal of the county office copy. After the application has been completed remove the second yellow copy and retain it in the farm folder in the county office for the use of the office and the information of the farm operator and other producers on the farm. Remove the carbon inserts and forward lots composed of the original and first yellow copy, with any necessary attachments, to the State office on Form ECA-1, "Transmittal Sheet."

Where more than three producers are to be shown on an application an additional set of Form ECR-820 should be prepared to show their interests. Additional forms will be designated "p.2", "p.3", etc., immediately above the code and farm number. The code and farm number will be shown on each additional page, but no entries will be made on lines 1 through 8.

Separate applications for payment may not be approved for separate parts of the same farm, and two or more farms may not be covered by one application. In making this determination, the definition of "farm" as set forth in Section III, subsection O of ECR-801, is applicable. In any case where there has been a bona fide change in the ownership and/or operation of the land constituting farm(s) originally set up on Form ECR-807, reconstitution must be made for all purposes of the 1944 programs before the application is filed.

- B. Conditions Under Which Form ECR-820 will be prepared.--Form ECR-820 will be prepared for all farms on which 1944 conservation materials or services were furnished by the AAA or on which any performance was reported, under the conditions specified in Section I of ECR-816 (Part II). If any one of items b through f of the said Section I is applicable, Form ECR-820 must be filed with the State office if it is possible that a net deduction could be computed for any producer thereon.

C. Time of Preparation of Form ECR-820.

1. Form ECR-820 should be completed in the county office as soon as possible after the performance report for the farm has been correctly signed by the farm operator or his duly authorized representative and summarized as outlined in ECR-816 (Part II).

Assign to Form ECR-820 the same farm number as the performance report or farm summary worksheet from which it is prepared. As soon as Forms ECR-820 are correctly prepared, approved and signed by county committeeman, they should be transmitted to the State Office.

2. In view of the certifications in Section I of Form ECR-820, producers are permitted to sign that form prior to the entry thereon of data other than the farm number. Therefore, Form ECR-820 may be made available for this purpose when producers file their performance reports, as a means of reducing costs and time. This procedure is especially recommended for farm operators; however, for other producers it is preferable to have all data entered prior to obtaining signatures.

- D. Farms for Which Forms ECR-820 Will Not Be Prepared.--For all farms which were furnished conservation materials or services under the 1944 program and for which Forms ECR-820 will not be transmitted to the State office, the county committee will transmit to the State office the complete farm performance reports (Forms No. ACP-64 or similar report form where used as a performance report, the yellow copy of Form ECR-815 if any performance is reported thereon, and the white copy of Form ECR-815) in order that they may be audited and a tabulation made of the materials and services furnished to those farms. Care should be taken to see that Sec. VII of the white copy of Form ECR-815, "1944 Farm Summary" has been completed and that the performance report shows the manner of disposition of all AAA materials and services furnished.

These complete performance reports will have been placed in a special file as rapidly as it is determined that Forms ECR-820 will not be prepared from them (as provided in Section I of ECR-816 (Part II)), and should be transmitted to the State office on Form ECA-1, "Transmittal Sheet", as requested by the State office. (The State office will audit the reports, tabulate appropriate data, and return the reports as rapidly as practicable.)

II. PRACTICES AND PRACTICE ALLOWANCE

- A. Practices.--Practices entered on performance reports and approved by the county committee in accordance with the provisions of ECR-801 will be entered on Form ECR-820 in the form shown on Form ECR-817- (State), "1944 ACP Practices", as follows:

1. Practices carried out other than by use of AAA materials and services.--

The practice number, extent performed, and payment rate for practices approved on the performance report for the farm will be shown as follows:

- a. Unlimited practices--on lines 1 through 4, columns A, B, and C, respectively.
- b. Regular practices--on lines 1 through 6, columns E, F, and G, respectively.

Report here any practices carried out by the proper use during the 1944 program year of any regular material furnished by the AAA under a previous program, at the 1944 credit rate for commercial material.

2. Practices carried out by use of 1944 AAA materials and services.--
The value in dollars and cents of all conservation materials (including seeds) and services furnished by the AAA and properly used by the end of the program year will be shown as follows (practice number, extent, and rate not applicable):

- a. Unlimited practices (applies only to terraces in North Carolina and Tennessee and Kudzu crowns in Putnam County, Tennessee)--on line 5, column D. Obtain entry from Form ECR-815, Sec. VII, line 7, column a, if applicable--column b, if no entry in column a.
- b. Regular practices--on line 8, column G. This will include all materials and services furnished by the AAA in all States except as provided in item a immediately above. It will also include credit for proper use during the 1944 program year of any 1943 supplementary material transferred to the 1944 program (the credit and the charge for such material being at the rate furnished under the 1943 supplementary materials allowance). The entry will be taken from Form ECR-815, Sec. VII, line 7, column c, if applicable--column d, if no entry in column c.

B. Farm Practice Allowance.--

1. On line 8, column A through E, enter for the farm, as applicable for the State, the acreage of (1) eligible cropland, (2) eligible noncrop pasture land, (3) commercial orchard land, (4) 1940 (1943 for N. C.) commercial vegetables where 3.0 acres or more, and (5) 1943 Irish potato goal (Va. only)--as shown in items 43 through 47 of Form ECR-815 and columns 4 through 8 of Form ECR-807.
2. On line 8, column F, enter the computed farm practice allowance as shown in item 48 of Form ECR-815 and in column 9 of Form ECR-807.

3. (Not applicable in Delaware and Tennessee.) If a "Committee adjustment" appears in item 50 of Form ECR-815, enter on line 7, column F the adjusted "Farm Practice Allowance" shown in item 51 of Form ECR-815 and column 10 of Form ECR-807.

If any entry in Sec. VI of Form ECR-815 has been adjusted as provided in Section III, A, 2, a of ECR-816 (Part II), use the adjusted entry, if any; and attach a statement showing the reason for any differences from the entries on Form ECR-807.

III. NAMES AND ADDRESSES OF PRODUCERS

In order to facilitate the handling of applications and the delivery of checks, the name and address of a producer who has interest in more than one farm will be entered in the same form on each application. If the forms of names or addresses are not shown on performance reports as provided below, the additional information should be obtained from the producers as they file their applications, in order that the names and addresses may be completed. Names and addresses of producers serving in the armed services should be entered as provided in ECR-816 (Part II), Section III, C, 2.

- A. Names.--Names of producers should be entered in the forms illustrated in Section VII, D of this procedure. Names of individuals should always include the Christian name, additional initials (if any), and surname.

Enter in column A, lines 9, 13, and 17, of Form ECR-820, the name of each producer whose name appears on the performance report and who shares in an approved practice or AAA conservation materials or services (where an application is prepared). (If names and addresses are entered with indelible pencil, care must be taken to make them completely legible--either in script or printed characters.) Names should not include terms such as "By John R. Doe, agent" or "By James C. Rowe, Vice-President" even though such terms will be included in the signatures, however, the name of an agent for the heirs of a deceased person, a trustee, a guardian, or an administrator or executor should be included.

- B. Addresses.--Enter the address of each producer on the line immediately below his name. The address should be the complete mailing address of the applicant. Rural route and box numbers, street addresses, and post office box numbers should always be shown if applicable and should precede the name of the city or town and State. If an application is signed by an agent, the address of the principal should be shown unless the person signing is acting as agent for the heirs of a deceased person, in which case the address should be that of the agent.

IV. PRODUCERS' SHARES

- A. Only One Producer Entitled to Practice Credit.--If the name of only one producer appears on a Form ECR-820 because only one producer on the farm is entitled to practice credit and no other producer thereon was furnished AAA materials or services on the farm, his shares in conservation materials properly used (line 10, column G), other regular practices (line 10, column H), and unlimited practices (line 10, column I) need not be shown since Section II, item 8 of Form ECR-820 applies in such cases.

B. More Than One Producer Entitled to Practice Credit.---Where the names of more than one producer appear on the application, shares will be shown as follows:

1. AAA Materials and Services Used to Carry Out Regular Practices.---In column G, lines 10, 14, and 18, show the shares of the respective producers, for example, "all" or the producer's share of the credit in dollars and cents, as shown by the performance report for the farm. The total of the producers' shares must equal the entry on line 8, column G.
2. Regular Practices Carried Out Without Use of AAA Materials Or Services.---In column H, lines 10, 14, and 18, show in the manner outlined in item 1 immediately above the shares in other regular practices approved on the farm performance report. Such shares must add back to the total value of regular practices carried out without use of AAA materials and services.
3. Unlimited Practices Carried Out.---On lines 10, 14, and 18, column I, show each producer's share in unlimited practices carried out including credit for proper use of AAA materials (Kudzu crowns in Putnam County, Tenn.) and services (terracing in North Carolina and Tennessee) furnished for carrying out unlimited practices, as shown on the farm performance report.

C. Conservation Materials and Services Furnished Under the 1944 Program (including 1943 supplementary material transferred to the 1944 program).---The total value in dollars and cents of the AAA materials and services shown in Sec. VII, line 7, column d-column f, if applicable-of Form ECR-815 as charged to each producer will be shown in column M, lines 10, 14, and 18. This entry should be made even though the name of only one producer will be entered on Form ECR-820.

V. INDEBTEDNESS OF PRODUCERS

A. Indebtedness to the United States

1. Agricultural Adjustment Agency.---On lines 11, 15, and 19, column I (under "AAA debt") enter for each producer the amount of any indebtedness on the register due the AAA from him. (If the State office does not yet have record of the debt, a statement of the facts should be attached to the application.) Types of indebtedness to be entered are as follows:
 - a. Unliquidated charge for conservation materials furnished by the AAA and chargeable to the producer under any program year prior to 1944.
 - b. Overpayments made under any prior agricultural conservation, price adjustment, or parity payment program.
 - c. Overpayments under any rental and benefit program or cotton pool administered by the AAA.
 - d. Unpaid 1940 and 1941 wheat crop insurance premium advances.
 - e. Any unpaid marketing quota penalty.
 - f. Debts for cotton mattress or comforter materials.
 - g. Debts to county agricultural conservation associations.

Only the amount of the debt should be entered on the application. Separate entries should be made if a producer has more than one indebtedness. The space on lines 12, 16, and 20, columns K and L may be utilized if needed.

2. Other Federal Agencies.--If a producer is indebted to some other Federal agency (e.g., Federal Crop Insurance Corporation, Office of Distribution of the War Food Administration (for 1941 cotton order stamps overpayment), Commodity Credit Corporation (for dairy production program overpayment, soybean or peanut seed note, matured loan note, etc.)), Farm Security Administration (excluding current program assignments), or Farm Credit Administration (including RACC loan indebtedness), the amount of the indebtedness will be entered on line 11, 15, or 19, column K.

- B. Assignments.--The name and address of the producer's assignee should be entered on line 12, 16, or 20, columns A through G, and the amount of such assignment should be entered in column M of the same line. (If the assignment is to the Farm Security Administration, show the address of the local FSA supervisor and, if available, the account number.)

If a producer who is indebted to the AAA, the Commodity Credit Corporation, or the Federal Crop Insurance Corporation has timely filed an assignment, enter on the application a record of both the debt and the assignment. If a producer who becomes indebted to a Federal agency other than the AAA, the CCC, or the FCIC (for example, the Farm Security Administration or the Farm Credit Administration) has filed an assignment on part I of Form ACP-69 with the county office prior to receipt therein of notice concerning the indebtedness to such Federal agency, both the assignment and the indebtedness should be shown on the application. In the latter instance, enter a statement under "Additional committee determinations" of Form ECR-820 showing the respective dates on which the assignment and the notice of indebtedness were filed with the county office. If a notice of such an indebtedness (for example, to FSA or FCA) was received prior to the time part I of Form ACP-69 was filed with the county office, the assignment shall not be recognized and should not be shown on Form ECR-820.

It will not be necessary for the county office to prepare a list of unpaid assignments for submission to the State office; however, great care should be exercised to determine that the proper amounts of valid assignments are shown on applications for payment. (See ACP-70 (Revised June 30, 1943).)

VI. OTHER FARMS IN WHICH PRODUCERS HAVE INTEREST

- A. Cross-References Because of Possible Net Deductions.--If the provisions of ECR-816 (Part II), Section III, D, 3 are applicable with respect to a producer, the appropriate farm numbers or other references will be entered on line 12, 16, or 20, columns H, I, and J. If more space is required, enter the words "line 2" and enter under "Additional committee determinations" the producer's name and other farm numbers or references. In all such cases, all of the producer's cross-referenced applications in the county should be completed as soon as practicable (through direct contact by a committeeman, if necessary) and transmitted to the State office in a multiple group.

- B. Producers Who Might Be Affected by the \$10,000 National Limitation.--If the last paragraph of ECR-816 (Part II), Section III, D, 3, is applicable, the word "Yes" should be entered in the space for showing the producer's interest in other farms. If the county committee does not know whether such a producer (one other than an individual, a partnership, or an estate) has interest in other counties or states, the applicant should be requested to make this entry, if applicable, at the time he signs the application.

VII. SIGNATURES OF APPLICANTS

A. Signatures Not to be Obtained.--

1. Signatures need not be obtained from or on behalf of producers who are not eligible to receive 1944 agricultural conservation payments, for example: Federal departments or agencies such as the War Department, U.S. Forest Service, Farm Security Administration, and Tennessee Valley Authority; corporation wholly owned by the United States, such as the Home Owners Loan Corporation, and the Federal Farm Mortgage Corporation; producers who carried out no practices or who were furnished conservation materials or services but are not required to file application; and the corporation listed in item 2 immediately below.
2. The following corporations have elected because of the \$10,000 national limitation provisions or for other reasons not to apply in the East Central Region for 1944 practice payments:

(To be supplied at a later date)

- B. Signatures Not Obtained.--Producers entitled to payments should be given an opportunity to sign their application for payment. However, if one does not sign, a statement of explanation is not required.

C. Obtaining Signatures

1. Applicants should sign in script on lines 11, 15, and 19. A signature by mark must be witnessed (in the space provided on the same line) by a person who signs his name in his own handwriting. An applicant may witness the signature of any other applicant.

2. Applications are not to be suspended and certifications should not be made merely because it appears that a signature as originally made has been traced by the producer or has been erased or lined out and a new signature has been affixed by the producer. Minor alterations in signatures by producers are not cause for suspension unless they are in different handwriting from the original or unless they change the name entirely. Changes in signatures should not be initialed by anyone.
3. Persons obtaining signature of producers should see when a producer signs that his signature is acceptable as that of the person whose typed name is shown. (Illegibility does not make a signature unacceptable.) If the name has been entered on the application and is found not to be acceptable, it should be corrected properly and initialed by the county committeeman who signs the application or by another county committeeman who countersigns it.
4. The date on which an application bearing the signature of at least one producer is filed in the county office or delivered to a committeeman should be entered on line 23 in space "Filed with county office". If a producer signs his application and mails it to the county office, it may be considered as filed with the county office on the date it is postmarked. If more than one producer signs an application which may be paid after December 31, 1945, the date each applicant filed his signed application with the county office should be shown as an "Additional committee determination."

Any producer who has not filed an original or supplemental application with the county office by December 31, 1945 need not sign since he may not then obligate the appropriation: Provided, That if he files after that date he is entitled to any practice credit for use toward offsetting the charge for any 1944 AAA materials and services furnished to him.

5. Applicants should be informed that if a producer moves to a new address after signing an application, he should leave in writing with the postmaster and the county committee his forwarding address. If the county committee learns that the address of an applicant is changed before there is information that he has received payment, the state office should be informed of the new address over the signature of a county committeeman in order that it may be properly scheduled if the application has not been transmitted to the Regional Disbursing Office, or used to have the check remailed.

D. Authority for and Form of Signatures.--The following points should be borne in mind in obtaining signatures of applicants:

1. The county committee must determine that each person who signs an application in a representative or fiduciary capacity (as agent, attorney-in-fact, officer of a corporation, executor, etc.) is properly authorized to sign in such capacity. If the committee does not have knowledge of the fact that such person is properly authorized to sign in the capacity shown, documentary proof of authority as provided in ACP-16 should be required. The documents in such cases may be returned to the producer or retained in the county office files,

and should not be forwarded to the state office. An officer or employee of the association should not sign an application as agent for a producer.

2. It is necessary for a married woman to use her own Christian name rather than that of her husband. An application signed "Mrs. John E. Smith" is not acceptable, the proper form of signature being "Mrs. Mary A. Smith." The only exception to this rule is that a married woman signing an application in a fiduciary capacity may sign in the same manner that she has been designated in the court order or trust agreement, even though she is named as "Mrs. John E. Smith, executrix of the estate of James S. Smith, deceased" or Mrs. Henry A. Doe, trustee for the heirs of Henry A. Doe, deceased."
3. The general rule with respect to signatures is that the signature must agree with the typed name. However, in view of the certification of the county committee in Section II of the application to the effect that "each signature in Section III hereof is that of the applicant whose name appears above such signature" certain variations which do not cause the name and the signature to be in actual disagreement are acceptable and special certifications relative to such signatures are not to be attached to the applications nor entered on line 2. Below are illustrated correct names and signatures for producers classified as indicated. If more than one form of signature is shown, the one which is underscored is preferred.

Name of Producer

Acceptable Signature

a. Individual subscribing his own signature.--

John W. Doe

John W. Doe, J. Doe, J. W. Doe,
John Doe, Wilson Doe, J. Wilson
Doe, or John Wilson Doe

Mrs. Mary J. Doe

Mrs. Mary J. Doe, Mrs. Mary Doe,
Mary Doe, Mrs. M. Doe, or Mrs.
Mary Jane Doe

- b. An individual for whom an agent signs.--An agent who signs for a producer should write the name of his principal, enter the word "by", sign his own name immediately thereafter, and add the word "agent" after his signature.

Titles such as "manager" (except for a corporation), "overseer", and "operator" may not be used because they do not indicate that persons acting in such capacity have authority to represent their principals in executing applications for payment. The wife of a producer who signs for her husband may not use the title "wife" or "spouse". She may, however, sign as "agent" if she is so authorized.

John W. Doe

John W. Doe, by Mrs. Mary L. Doe, agent,

Mrs. Mary L. Doe, agent for John W. Doe

- C. A partnership.--A partner in signing for a partnership should enter the name of the firm, enter the word "by", sign his own name immediately thereafter and add the title "partner" even though his name appears in the name of the partnership. He should not use a title such as "son" or "brother".

John R. Doe & Son

John R. Doe & Son
by George C. Doe, partner

John R. Doe & James A. Doe

John R. Doe & James A. Doe
by John R. Doe, partner

- d. A corporation.--A person signing for a corporation should enter the name of his principal, sign his name immediately thereafter, and add his title. One of the officers (i.e., the president, vice-president, secretary, or treasurer of a corporation may sign an application for payment, and in the case of a bank, the cashier or assistant cashier, the trust officer or assistant trust officer) may sign. A clerk as such is not authorized to sign. He may, however, have power of attorney, in which case he should add to his signature the title "agent" but not "clerk".

Doe Bros., Inc.

Doe Bros., Inc., by Henry A. Doe, treas.

Doe Bros., Inc., by James A. Smith, agt.

James A. Smith, agt., for Doe Bros., Inc.

- e. Sole proprietor.--The signature of a sole proprietor operating under a trade name may be affixed as follows:

Doe Company

Doe Company, by John R. Doe, sole owner

John R. Doe, sole owner of Doe Company

- f. Guardian, executor, administrator, or other person acting under court appointment.--The name of a person appointed by a court order should be included in the name together with the full name of the ward or estate. The status of the ward should be indicated by including the word "minor" or "incompetent" as the case may be. In the case of an estate, the name of the deceased person should be shown in both name and signature.

James S. Smith, gdn. of the estate of John C. Doe, minor

James S. Smith, gdn. of the estate of John C. Doe, minor

Estate of John C. Doe, minor,
by James S. Smith, gdn.

Richard L. Doe, admr. of the estate of John C. Doe, dec'd

(Same form preferred -
other forms acceptable)

James S. Smith and Roy L. Doe
executors of the estate of
John C. Smith, dec'd

James S. Smith and Roy L. Doe
executors of the estate of
John C. Smith, dec'd
by Roy L. Doe, co-executor

- g. Estate for which no administrator or executor has been appointed or the administrator or executor has been discharged.--Producers who operate the farm as the heirs of an estate of a deceased person for which there has been no administration or the administration has been completed may be shown on the application as co-producers. In case where one of the heirs or some other person has been appointed agent, or trustee, the names of the individual heirs need not be shown but they may be designated collectively as "heirs of John C. Doe, dec'd." If the word "estate" appears as part of a trade name, a notation to that effect should be made on the application as an additional committee determination.

William R. Jones, trustee for the heirs of John W. Doe, dec'd
(For "agent for the heirs" substitute "agent" for "trustee")

William R. Jones, trustee for the heirs of John W. Doe, dec'd
Heirs of John W. Doe, dec'd,
by William R. Jones, trustee

Mrs. Mary A. Doe
Robert L. Rowe
(Heirs shown as co-producers)

Mrs. Mary A. Doe
Robert L. Rowe
(Each to sign in his own handwriting)

Mrs. Mary A. Doe
Robert L. Rowe
Edward C. Rowe

Mrs. Mary A. Doe, Robert L. Rowe, and Edward C. Rowe, By Robert L. Rowe, agt

Robert L. Rowe, agent for Edw. C. Rowe
Mrs. Mary A. Doe, and Robert L. Rowe

- h. Agencies of state and county governments.--When an application is submitted covering a farm owned by a state or a county, it should be clear from the name what county or state operated the farm or the name should be specific, for example, "Caledonia State Prison Farm." If an applicant is shown as "prison farm" or "county farm", such showing is not adequate, as a check may not be drawn in this manner. An authorized official of the state or county government should sign the application.

Brown County Farm

Brown County Farm
by John R. Doe, Judge
Brown County Court

Brown County Farm
by Richard L. Roe, Chm.
Board of County Commissioners

4. Where a signature is to be subscribed in a representative or fiduciary capacity, it is not essential that any of the signature except the name (or the name and title) be in the handwriting of the person subscribing the signature. Where the county committee knows that a signature is to be subscribed in a representative or fiduciary capacity it is recommended that the application be prepared on the signature line as shown by the following examples:

The First National Bank of Doeville John W. Doe
by _____, Cashier by _____, agent
_____, executor of The Doe Co., Inc.
the estate of John W. Doe, dec'd by _____

VIII. ADDITIONAL COMMITTEE DETERMINATIONS

Applicable entries should be made on lines 2 through 7, columns I through N, or on attached sheets bearing code and farm numbers and the signature of a county committeeman.

- A. 1944 Conservation Materials.--Any applicable notation with respect to conservation materials, as provided in ECR-816 (Part II), Section II (for example, concerning misuse) should be entered. If a producer failed to maintain a practice performed with 1944 program AAA materials or services or failed to meet minimum specifications (for example, did not maintain terraces constructed in 1944 or did not meet minimum seeding specifications) no credit shall be approved for the practice, but the deduction value will be shown. A special notation therefor is not required on the original copy of Form ECR-820 in such cases.
- B. Additional Deduction for Misuse or Non-use of 1943 Conservation Materials.--Procedure for the 1943 program required that county committees maintain a list of farm numbers of all farms on which "regular" conservation material furnished under the 1943 program was not used by December 31, 1943, and the kind and amount of material involved in each case. Before any 1944 application in which a producer who was furnished such material has interest is transmitted to the state office, it should be determined what disposition was made of all such material.

If misused or not used during the 1943 program year, a notation will be entered on Form ECR-820, for example: "500 lb. 20% superphos. furnished John R. Doe under 1943 program misused during 1944 program" or "50 lb. hairy vetch seed furnished R. S. Roe under 1943 program not used during either 1943 or 1944 program."

Enter appropriate notations by each case on the list showing disposition of the material. An audit of these cases will be made by a representative of the State Committee.

- C. Identification of Person as One Not Indebted to the United States.--In counties where there are two persons having similar names and one of such persons is indebted to the United States, on the application executed by the person who is not indebted, a notation should be made, for example: "John E. Doe on this appl. is not the John Doe who is indebted to the U.S."

D. Violation of General Provisions of 1944 Bulletin.--If the county committee is of the opinion that any producer has violated the provisions of Section 8, subsection (a), (b), or (c), ACP-1944, information should be furnished on an attached statement or entered on the application, as follows:

1. Practices defeating purpose of programs.--A statement of the facts should be furnished. If there was failure to maintain a practice carried out under a previous program a notation such as the following is applicable: "John R. Doe failed to maintain 400 linear feet of terrace constructed and reported as a practice under a previous program" or "John R. Doe permitted to be grazed 2.0 acres of forest trees planted and reported as a practice under a previous program."
2. Failure to carry out approved erosion control measures.--A statement of the facts should be furnished.
3. Depriving others of payment.--A statement of the facts should be furnished.

E. Separate Checks for Co-producers.--If a group of heirs or other co-producers who would otherwise receive a joint check request that separate checks be issued to them, and the county committee approves, a statement similar to the following signed by all the co-producers may be used:

"Please divide the payment computed for the undersigned co-producers as follows and issue separate checks:

_____ % _____ %

IX. COMBINED FARM ALLOWANCE (POOLING AGREEMENTS).---If Form ECR-819, "Request and Agreement for Combining Farm Practice Allowances" has been approved for any practice to be carried out under a "pooling agreement" special instructions for processing such producers' applications should be requested of the State Committee before any such applications are prepared.

X. SIGNATURE OF COUNTY COMMITTEEMAN

After all data have been entered on the application and the applicants have signed it, a county committeeman who has no interest in the farm or payments thereon and who is in position to certify to the data and representations on Form ECR-820, should sign the application with ink or indelible pencil in the space provided therefor on line 23. (The date of the county committman's signature need not be entered.) If one or more producers have signed, but another unduly delays signing the application, it may be approved, and the non-signor(s) may file supplemental application(s).

Issued August 14, 1944, with the approval of the Chief

Chas. P. Lewis

Director, East Central Division